

## **MENTORING ARRANGEMENTS FOR NEW GOVERNORS INCLUDING CO-OPTED MEMBERS**

### **Purpose**

This policy is designed to ensure that there is support in place for new Governors.

### **Principles**

The Board is keen to support new governors and co-opted members to settle quickly into their new role, and understand and feel comfortable with the requirements of governance in the Group. It is important that all new members feel welcome and the induction and mentoring arrangements are designed to provide the support they need during their first months on the Board.

A new Governor can be given the name of another Governor who will be available as a mentor to give peer support for their first year. The mentoring process sits alongside support given by the Chair, CEO and Principal, and Director of Governance through induction.

This is a voluntary and flexible arrangement which is overseen by the Director of Governance.

### **The Role of the Mentor**

The mentor's role is to give new governors and co-opted members the best possible introduction to the Group, and to support their mentee in developing their expertise as a governor. The mentor should answer questions, give information and generally provide advice on the role both inside and outside meetings.

This is a flexible opportunity. A suggested timeframe is that each mentee will have at least three mentoring communication exchanges with their mentor in the 12-month period. These exchanges can be face to face or by phone or email, as agreed between each mentor-mentee pair. If appropriate a brief record can be kept of the exchanges.

### **Responsibilities of a Mentor:**

- Make initial contact with the mentee and arrange the first meeting, and encourage other meetings as required
- Develop a positive relationship with their mentee, offering practical help and guidance, professional and personal support
- Maintain a professional, open, honest relationship, ensuring they are aware of the issues of confidentiality and disclosure, safeguarding and equality and diversity

The mentor will:

- Listen
- Encourage reflection, develop awareness in the mentee
- Give information and knowledge about the Board and its workings and the FE sector
- Give advice on issues
- Offer different perspectives

- Offer support and encouragement
- Draw on own experience
- Provide constructive feedback and encourage

**Responsibilities of a Mentee:**

- Take the lead in contacting the mentor to arrange subsequent meetings as needed
  - Develop a positive relationship with their mentor
  - Maintain a professional, open, honest relationship, ensuring they are aware of the boundaries of the relationship and issues of confidentiality and disclosure, safeguarding, and equality and diversity.
- The mentee will:
- Listen
  - Clarify understanding
  - Share thinking or assumptions
  - Reflect on oneself
  - Ask for feedback
  - Consider different perspectives
  - Take responsibility for their own development
  - Build effective relationships

The Mentor may also liaise with Chairs of Committees on which the Mentee is a member in order to assist them further in this role.

At the end of the mentoring period the Mentees can share their experience on what they found useful with the Director of Governance to ensure the mentor scheme is effective, and to support future development.

<b>Date</b>	<b>Version</b>	<b>Summary of changes</b>	<b>Changes made by</b>
02.06.2025	1.0	New policy	Search, Governance and Remuneration Committee